

11. File Cabinet

The File Cabinet provides a comprehensive library of printable resources that you can customize into lesson packets for your students. Thousands of resources for each grade level are organized and indexed in the File Cabinet, and you can easily locate documents using a variety of search methods.

In this section, you will find out how to:

- Launch the File Cabinet to access thousands of printable teacher resources, including practice sheets, activities, and assessments.
- Search the File Cabinet by category, such as:
 - Grade
 - Language
 - Content type
 - Resource type
 - State or national standards, including Common Core Standards
- View key descriptive information, including alignment to standards, grade, language, content type, purpose, resource type, and media type.
- Add resources to a personalized File Cabinet folder and/or download resources.
- Close the File Cabinet.

11.1 Launch File Cabinet

To launch the File Cabinet, click the File Cabinet icon on the dashboard.	
The File Cabinet has two tabs, Search and Favorites. The Search tab displays by default. You can also search by keyword, or by using a combination of categories and keyword. The Favorites tab is where you can add items that you need to access frequently. It works the same way as the Favorites or Bookmark features in web browsers.	



11.2 Search by Category

The panel on the left lists the categories that you can use to search for files. You can search the File Cabinet by topic, grade level, or type. You can also search the File Cabinet by State or Common Core Standards.

1. On the File Cabinet screen, click the **Search** tab.
2. On the category list on the left, click the expand icon (represented by a + symbol) beside one or more categories, such as **Grade**, **Language**, or **Content Type**. You can expand multiple categories at once.
3. Once you have expanded the categories you want, click one or more check boxes in each category to specify your search criteria. For example, to find grammar assessment in English for Grade 2:
 - Click **2** in the **Grade** category.
 - Click **English** in the **Language** category.
 - Click **Grammar** in the **Content Type** category.
 - Click **Assessment** in the **Purpose** category.

The screenshot shows the 'Search' tab interface. On the left, there is a sidebar with expandable categories: 'Grade', 'Language', 'Content Type', 'Purpose', and 'Resource Type'. Under 'Grade', '2' is selected. Under 'Language', 'English' is selected. Under 'Content Type', 'Grammar' is selected. Under 'Purpose', 'Assessment' is selected. At the bottom of the sidebar is a '+ Resource Type' button. At the top of the interface are 'Search' and 'Favorites' tabs. Below the sidebar is a 'Submit' button.

4. Click **Submit** to view your search results. You can download your search results to a folder on your computer, or add them to your Favorites.

11.3 Search by Keyword

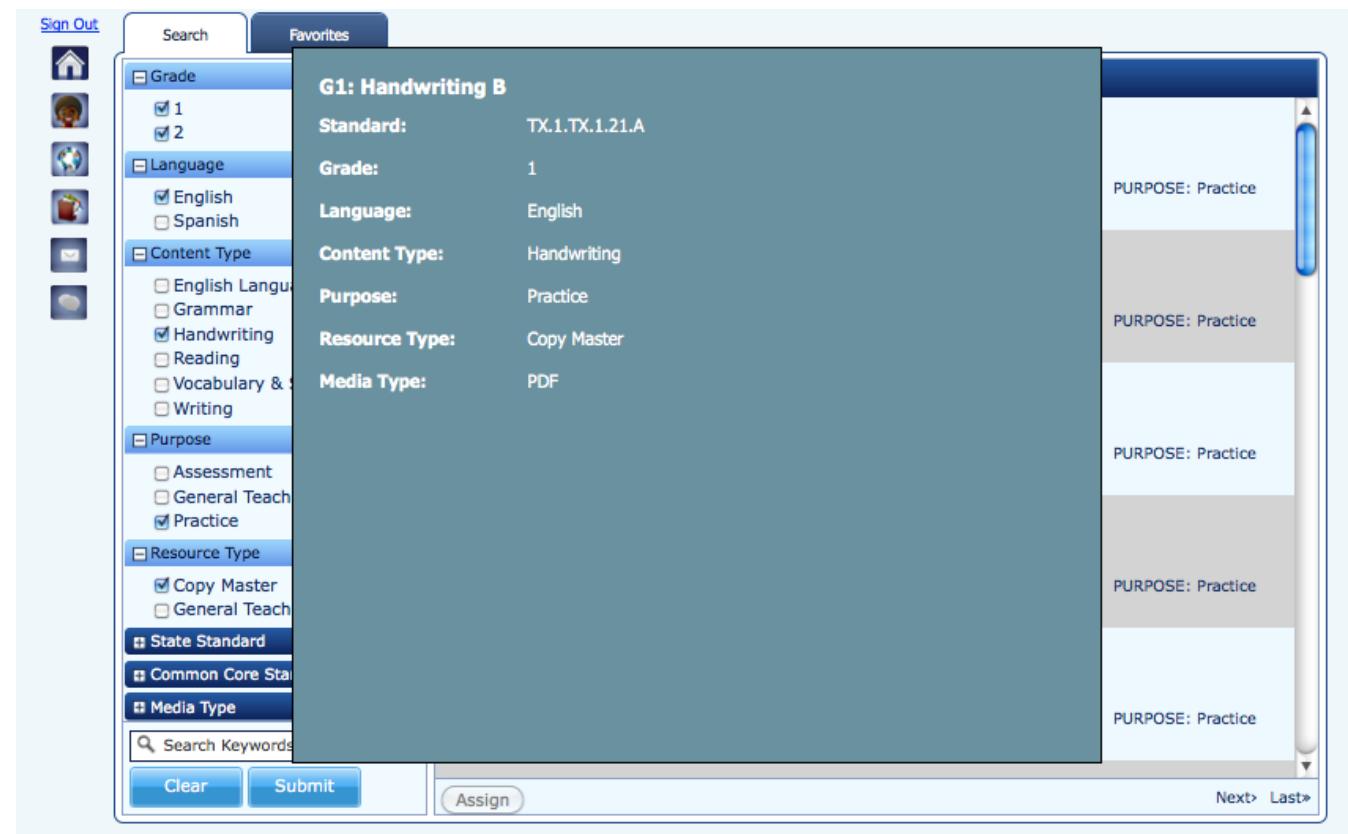
1. Type one or more keywords in the search box on the lower left of the File Cabinet screen. For example, to search for *grammar assessment*, type both words into the search box.
2. Click **Submit**.

The screenshot shows a search interface. At the top is a search bar with the text 'grammar assessment'. Below the search bar are 'Clear' and 'Submit' buttons. The 'Submit' button is highlighted with a blue border and a white background.

The Search Result screen appears, as shown in Figure 11-1.

11.4 View Key Descriptive Information

You can preview key information about each resource in the search results by moving your cursor over the title.



The screenshot shows the 'Search' tab selected in the top navigation bar. On the left, a sidebar contains filters for Grade (1, 2 selected), Language (English selected, Spanish), Content Type (Handwriting selected, English Language, Grammar, Reading, Vocabulary & Spelling, Writing), Purpose (Practice selected, Assessment, General Teaching), Resource Type (Copy Master selected, General Teaching), State Standard, Common Core Standard, and Media Type. A search keyword input field and 'Clear', 'Submit', and 'Assign' buttons are at the bottom of the sidebar. The main content area displays a resource detail for 'G1: Handwriting B'. The details are as follows:

Standard:	TX.1.TX.1.21.A
Grade:	1
Language:	English
Content Type:	Handwriting
Purpose:	Practice
Resource Type:	Copy Master
Media Type:	PDF

On the right, there are five vertical bars, each labeled 'PURPOSE: Practice'. The bottom bar has a cursor icon pointing to the 'Download' link. At the bottom right of the main content area are 'Next»' and 'Last»' buttons.

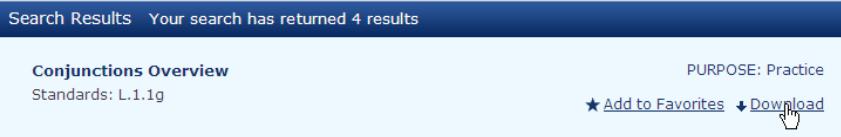
Figure 11-1. Search Results screen

11.5 Add Resources to Personalized Folder

When you find resources that you would like to download or easily retrieve later, click the **Download** link next to a resource name, and choose whether to save or print the document.

11.5.1 Open, Save, or Print from Search Results

Click **Download** next to the item on your Search Results screen. Your download will begin automatically.



The screenshot shows a search result for 'Conjunctions Overview'. The details are as follows:

Search Results Your search has returned 4 results
Conjunctions Overview Standards: L.1.1g
PURPOSE: Practice
★ Add to Favorites Download



11.5.2 Add Search Result Item to Favorites

1. Click Add to Favorites next to the item you want on your Search Results list.	
2. On the Add a Favorite dialog box, you can select a folder in which to save the file you have selected, or you can create a new folder. <ul style="list-style-type: none">• To add your file to an existing folder, click the dropdown on the folder list, select the folder, and then click Add.• To create a new folder, click New Folder below the dropdown list. Type a name for your folder in the Folder Name box, and then click Create.	

11.5.3 View Your Favorites

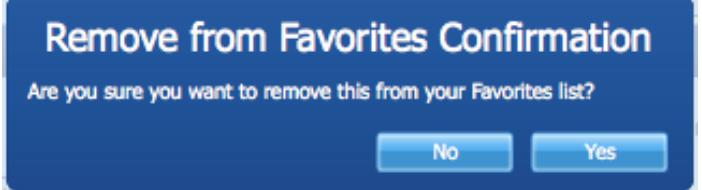
1. Click the Favorites tab in the File Cabinet screen.	
2. On the My Favorites list on the left, click any folder to view its contents. The folder's contents appear on the right. You can remove an item or download it.	

11.5.4 Open, Save, or Print Item on Favorites

1. Click **Download** next to the item on your Favorites list.
2. If a File Download dialog box appears, click **Open** or **Save**.
 - Click **Open** to view or print the file immediately.
 - Click **Save** to save the file to a folder on your local drive, where you can view or print it later.



11.5.5 Remove Item from Favorites

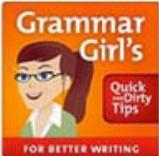
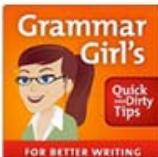
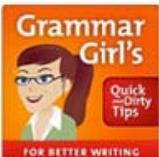
1. Click Remove from Favorites next to the item on your Favorites list.	
2. On the Remove from Favorites Confirmation message, click Yes or No .	 <p>Remove from Favorites Confirmation</p> <p>Are you sure you want to remove this from your Favorites list?</p> <p>No Yes</p>

11.6 Close File Cabinet

When you finish with the File Cabinet, click any icon on the upper left of your screen.

12. My Links

Write Source Online includes a selection of third-party links to support teaching writing and grammar. To access these links, click the **My Links** icon on the dashboard as shown in Figure 13-1.

 Five Things - The Elements of a Short Story. http://www.flocabulary.com/fivethings.html	 Clicking the media player above will play a HMH piece of audio.	 Does Grammar Really Matter? Episode 152: January 9, 2009 http://grammar.quickanddirtytips.com/does-grammar-matter.aspx	 Clicking the media player above will play a HMH piece of audio.
 Top Ten Grammar Myths. Episode 211: March 4, 2010 http://grammar.quickanddirtytips.com/top-ten-grammar-myths.aspx	 Clicking the media player above will play a HMH piece of audio.	 Proofreading Tips. Episode 21: October 20, 2006. http://grammar.quickanddirtytips.com/proofreading.aspx	 Clicking the media player above will play a HMH piece of audio.

Texas Language Arts provides links to third party websites. Where such links exist, Houghton Mifflin Harcourt disclaim all responsibility and liability for the content of such third party websites. Users assume the sole responsibility for the accessing of third party websites and the use of any content appearing on such websites.

Figure 12-1. The links available in *Write Source Online*

Click any link to open it in a new window.

To listen to sample audio, click a media player.

13. Class Administration

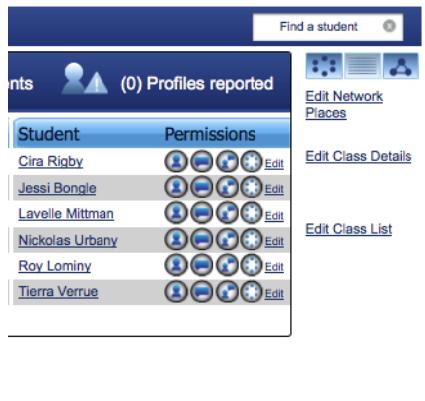
Class Administration helps you manage your classes and the students. You can provide instruction and monitor student progress at a class level or within defined groups. You can also control your students' network access, their Profiles, and their comments individually or by class.

In this section, you will find out how to:

- Launch the Class Administration feature.
- Add students to a class.
- Manage class connections.
- Edit student details, including resetting passwords.
- Add customized groups for differentiating instruction or monitoring progress.
- View and change students' permissions for Avatar, commenting, and networking.
- View and moderate students' comments on other students' work.
- View profile questions that other teachers have reported as inappropriate.

13.1 Launch Class Administration

You can launch Class Administration in two ways:

<p>1. On the teacher dashboard, the first option is to click Manage Class.</p>															
<p>2. Alternatively, in the left panel on the teacher dashboard, the second option is to click the world globe icon, where a smart tag pops up to tell you it is My Class: List View.</p> <p>Both options bring you to the next screen, where you have clickable options to Edit Network Places, Edit Class Details, Edit Class List, or Edit Class Permissions.</p>	 <p>The screenshot shows a list of student profiles with edit icons. The profiles are:</p> <table border="1"> <thead> <tr> <th>Student</th> <th>Permissions</th> </tr> </thead> <tbody> <tr> <td>Cira Rigby</td> <td></td> </tr> <tr> <td>Jessi Bongle</td> <td></td> </tr> <tr> <td>Lavelle Mittman</td> <td></td> </tr> <tr> <td>Nickolas Urbany</td> <td></td> </tr> <tr> <td>Roy Lominy</td> <td></td> </tr> <tr> <td>Tierra Verree</td> <td></td> </tr> </tbody> </table> <p>On the right side of the screen, there are additional buttons for Edit Network Places, Edit Class Details, Edit Class List, and Edit Class Permissions.</p>	Student	Permissions	Cira Rigby		Jessi Bongle		Lavelle Mittman		Nickolas Urbany		Roy Lominy		Tierra Verree	
Student	Permissions														
Cira Rigby															
Jessi Bongle															
Lavelle Mittman															
Nickolas Urbany															
Roy Lominy															
Tierra Verree															



If you click **Edit Class Details**, you reach the Class Administration screen, where you can edit your Class Details, Students, Products, Groups, or Profile Questions.

Ms Susan Anthony Grade 5 Language Arts - Grade 5

Class Details	Students	Products	Groups	Profile Questions
Class name Teacher Grade Period Description	Ms Susan Anthony Grade 5 Language Arts stewart, Kristen Grade 5 2 Grade 5 Language Arts			
Class Permissions				

13.2 Add Students to a Class

You can add students to a class in two ways:

1. In the first way, on the Class Administration screen, you click the **Students** tab.

Ms Charlise Jemenez's Grade 1 Lang. Arts 1 - Grade 1

Class Details	Students	Products	Groups	Profile Questions
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2. Alternatively, on the My Class: List View screen, click the **Edit Class List** link.

[Edit Class List](#)

Find a student

Students **(0) Profiles reported**

Student	Permissions
Cira Rigby	
Jessi Bongle	
Lavelle Mittman	
Nickolas Urbany	
Roy Lominy	
Tierra Verree	

[Edit Class Details](#)

[Edit Class List](#)

[Edit Class Permissions](#)

Both options, whether you click the **Students** tab or the **Edit Class List** link, bring you to the list of Students.

Ms Susan Anthony Grade 5 Language Arts - Grade 5

Class Details	Students	Products	Groups	Profile Questions
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Use this screen to add or remove students from your class.

Show students in Grade 5

Available Students

- Bentley, Charlotte T
- Caritas, Maria M
- Carter, John
- Cavin, Jack
- ccc, bb
- Cris1, Tom1
- Cris2, Tom2
- Delaney, Alan P
- Dela, Paco

Students in Class

- Delaney, Alan P
- Mitchel, Stephen P

If a student is assigned to another class, the teacher of that class (or the school administrator) needs to first remove the students from that class, and then you can assign them here.

Student not listed? Try other grades, or [create a new student](#).

[Print class details](#)

[E-mail class details](#)



3. To add students to your class, click the name(s) on the list in the left pane. To select more than one student, press and hold the **Shift** or **Ctrl** key, and then click the names. The **Shift** key selects the students in sequential order. The **Ctrl** key allows you to select students in non-sequential order as you see in the graphic.

Ms Susan Anthony Grade 5 Language Arts - Grade 5

Class Details Students Products Groups Profile

Use this screen to add or remove students from your class.

Show students in Grade 5

Available Students

- Bentley, Charlotte T
- Caritas, Maria M
- Carter, John
- Cavin, Jack
- ccc, bb
- Cris1, Tom1
- Cris2, Tom2
- Delaney, Alan P
- Delia, Paco

Students in Class

- Delaney, Alan P
- Mitchell, Stephen P

If a student is assigned to another class, the teacher of that class (or the school administrator) can move the student from that class, and then you can assign them here. Student not listed? Try other grades, or [create a new student](#).

The following options are also available:

To move the names to your class list in the right pane, click the right arrow.	
The selected names display on the list to the right, showing that the students have been added to your class. Tip: In this example, some of the names in the pane on the left are gray. This tells you that a student is already in another class and cannot be added to yours.	
To add all available students to your class at once, click the double right arrow.	
To remove a student from your class, first click the name on the list on the right. Tip: To remove more than one student, use the Shift or Ctrl key, and then click the names.	



Then click the left arrow to move the student back to the Available Students list.	
The names of the removed students display again in the left pane, not highlighted, so you know that the move has occurred.	
To remove all the students from your class at once, click the double left arrow. They do not need to be selected and highlighted first.	
Click Save and Close or Save and Next . This brings you back to the previous screen.	

13.3 Manage Class Connections

You can manage connections between your class and other classes.

1. On the teacher dashboard, click the My Class: List View icon.	
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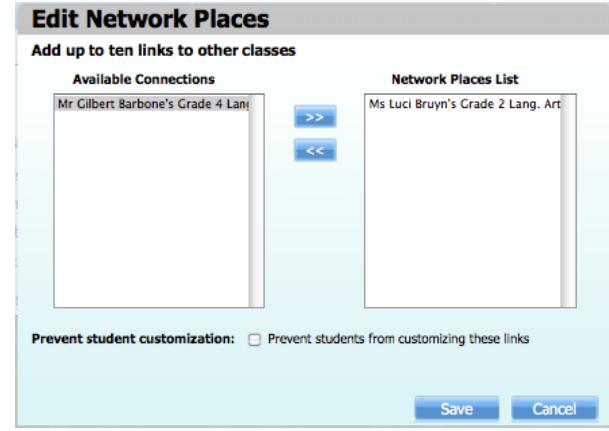


2. On the **My Class: List View** screen, click the **Edit Network Places** link in the upper right corner.



3. The **Edit Network Places** screen displays.

- The left pane shows the available connections for your class.
- Use the arrows to move available connections to and from the Network Places List.
- Click **Save** when you have finished editing your network places.

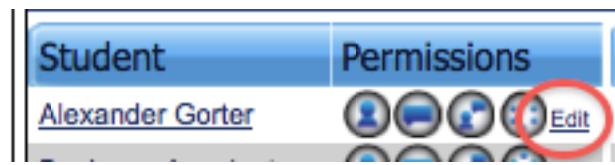


13.4 Edit Student Details and Reset Passwords

You can edit the details of any student assigned to your class.

13.4.1 Edit Student Details

1. On the **My Class: List View** screen, click **Edit** next to a student's name.





2. The **Edit a User** screen appears.

You can edit the following student details:

User Role

- First name
- Middle initial
- Last name
- Username
- Password / Confirm password
- Student ID
- Grade
- Class
- Language
- User Status: Active / Inactive

Edit a User

User

User Role

User role: Student

You can't change a student to be a teacher or administrator.

First name* Alexander ✓

Middle initial C ✓

Last name* Gorter ✓

Username* Alexander_Gorter ✓

Users can edit their username later.

Password

Optional - but if specified must be a minimum of six characters long.

Confirm password

You must enter the password twice to make sure you don't make a mistake.

Student ID

Optional

Grade* Grade 5 ✓

Class Ms Susan Anthony Note that you add users to a class by editing that class.

Grade 5 Language

3. Scroll down to see the next group of student details, **Student Permissions**.

- You can edit the following **Student Permissions** to either allow or block the student's ability to use certain features:
 - Exclude from network
 - Block commenting
 - Lock profile picture
 - Clear and lock profile questions

Edit a User

User

Student Permissions

Exclude from network Blocks access to the class network.

Block commenting The student can't comment on other students' portfolios.

Lock profile picture Prevents further editing of the profile picture.

Clear and lock profile Deletes existing answers to profile questions and prevents further editing questions

4. When you finish, click **Save**.

13.4.2 Delete Student

1. Scroll to the end of the screen to see the option to **Delete User**.

- The instruction states, "This permanently removes this user from the system. This action cannot be undone and any class assignments will be lost."

Delete User

This permanently removes this user from the system. This action cannot be undone and any class assignment work will be lost.

1. If you want to proceed, click **Delete [Student] now** to remove the student from the system.

Delete Darius now



2. Click **Yes** to delete the user from the system.
Click **No** to keep the student in the system.

Delete User

Are you sure you want to delete this user?
This action cannot be undone and any class assignment work will be lost.

Yes **No**

13.4.3 Reset a Student's Password

1. On the **My Class: List View** screen, click **Edit** next to a student's name to reset a student's password.

Edit a User

User

User role: Student

You can't change a student to be a teacher or administrator.

First name*	Alexander	✓
Middle initial	C	✓
Last name*	Gorter	✓
Username*	Alexander_Gorter	✓

Users can edit their username later.

Password

Optional - but if specified must be a minimum of six characters long.

Confirm password

You must enter the password twice to make sure you don't make a mistake.

Student ID Optional

Grade* Grade 5

Class Ms Susan Anthony Note that you add users to a class by editing that class.
Grade 5 Language

2. Type a password for your student in the Password textbox.

Password

3. Retype the password for your student in the Confirm Password textbox.

Confirm Password

4. Click **Save** to save any changes you made.

13.5 Add Customized Groups

You can use **Groups** if you want to create assignments for different sections of your class, for example beginning and advanced groups of students.

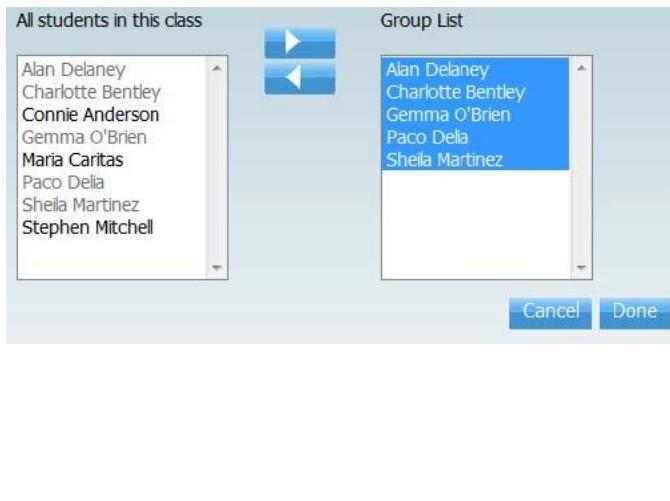
13.5.1 Add Students to Group



<p>1) You can add groups in two ways:</p> <ul style="list-style-type: none">• On the Class Administration screen, click the Groups tab.• On the My Class: List View screen, click Edit Class Details, Edit Class List, or Edit Class Permissions. Then, click the Groups tab.	<p>Groups</p> <p>Edit Class Details, Edit Class List, Edit Class Permissions</p>
<p>3. Click Add a Group.</p>	<p>+ Add a Group</p>
<ul style="list-style-type: none">• On the Create a group screen, the names in the list appear in alphabetical order.	<p>Create a group</p> <p>Group Title <input type="text"/></p> <p>All students in this class <input type="button" value="→"/> <input type="button" value="←"/> Group List</p> <p>Alan Delaney Charlotte Bentley Connie Anderson Gemma O'Brien Maria Caritas Paco Della Sheila Martinez Stephen Mitchell</p> <p><input type="button" value="Cancel"/> <input type="button" value="Done"/></p>
<p>4. Type a Group Title.</p>	<p>Group Title <input type="text"/></p>
<p>5. Click the student's name on the list in the left pane.</p> <ul style="list-style-type: none">• To select more than one student, press and hold the Shift or Ctrl key, and then click the names.	<p>All students in this class <input type="button" value="→"/> <input type="button" value="←"/> Group List</p> <p>Alan Delaney Charlotte Bentley Connie Anderson Gemma O'Brien Maria Caritas Paco Della Sheila Martinez Stephen Mitchell</p> <p><input type="button" value="Cancel"/> <input type="button" value="Done"/></p>
<p>6. Click the right arrow.</p>	<p><input type="button" value="→"/></p>



- The moved students are highlighted in the right pane labeled **Group List**. This shows they have been added to the group.
- A gray student name in the left pane tells you that you have added the student to the group and do not need to again.



13.5.2 Remove Students from Group

<ol style="list-style-type: none">Click the student's name on the list in the right pane.<ul style="list-style-type: none">To select more than one student, press and hold the Shift or Ctrl key, and then click the names.	
<ol style="list-style-type: none">Click the left arrow.	
<ol style="list-style-type: none">The selected students move from the list on the right to the list to the left. This shows you they are removed from the group.	

4. Give the group a name and then click **Done** to save the group you have created and return to the Groups tab.

Group Title

All students in this class

Alan Delaney
 Charlotte Bentley
 Connie Anderson
 Gemma O'Brien
 Maria Caritas
 Paco Della
 Sheila Martinez
 Stephen Mitchell




Charlotte Bentley
 Gemma O'Brien
 Paco Della

Group List

Cancel **Done**

Done

5. Back on the Groups tab of the Administration screen, you will see a list of your class groups, including the new group you have just added.

Class Details | Students | Products | Groups | Profile Questions

You can use groups if you want to create assignments for different sections of your class, for example beginning and advanced groups of students.

Shamrock	Delete	Edit
Exclude group from network <input type="checkbox"/>	Block commenting <input type="checkbox"/>	Lock profile pictures <input type="checkbox"/>
Clear and lock profile questions <input type="checkbox"/>		
The Orators	Delete	Edit
Paco Della	Gemma O'Brien	Charlotte Bentley
Exclude group from network <input type="checkbox"/>	Block commenting <input type="checkbox"/>	Lock profile pictures <input type="checkbox"/>
Clear and lock profile questions <input type="checkbox"/>		
Presentations	Delete	Edit
Exclude group from network <input type="checkbox"/>	Block commenting <input type="checkbox"/>	Lock profile pictures <input type="checkbox"/>
Clear and lock profile questions <input type="checkbox"/>		

13.6 View and Change Students' Permissions

You can control your students' access to the network, their comments, their profile pictures, and any further editing by changing permissions.

1. Click **Edit** beside a student's name in the My Class: List View screen. This brings you to the Edit a User screen.
2. Scroll down to the Student Permissions section.

Edit a User

User

User Role

User role: Student

You can't change a student to be a teacher or administrator.

First name*

Student Permissions

Exclude from network Blocks access to the class network

Block commenting The student can't comment on other student's portfolios

Lock profile picture Prevents further editing of the profile picture

Clear and lock profile Deletes existing answers to profile questions and prevents further editing questions

**Exclude from network:**

A check mark blocks the student's access to the class network.

An empty check box allows the student to access the class network.

Student Permissions

Exclude from network Blocks access to the class network.

Block commenting:

A check mark blocks the student from commenting on another student's Portfolio.

An empty check box allows the student to comment on another student's Portfolio.

Block commenting The student can't comment on other students' portfolios.

Lock Profile Picture:

A check mark prevents the student from editing his or her profile picture.

An empty check box allows the student to edit his or her profile picture.

Lock profile picture Prevents further editing of the profile picture.

Clear and lock profile questions:

A check mark deletes the existing answers to profile questions and prevents a student from editing his or her Profile.

An empty check box allows the student to edit his or her Profile.

Clear and lock profile Deletes existing answers to profile questions and prevents further editing.

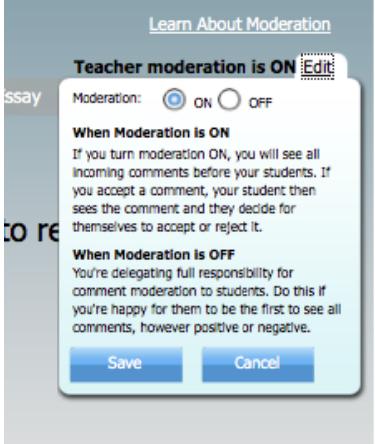
Click **Save** to save any changes you made to the Student Permissions section.

Save

13.7 View and Moderate Students' Comments

You can view and control your students' permission to make comments each other's Portfolios.

13.7.1 Moderate Comments

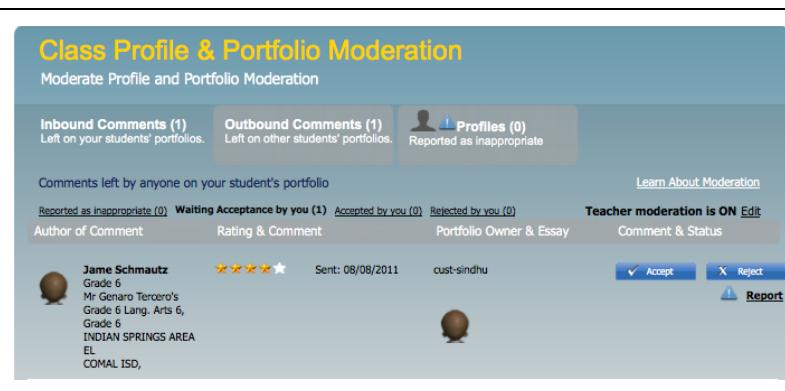
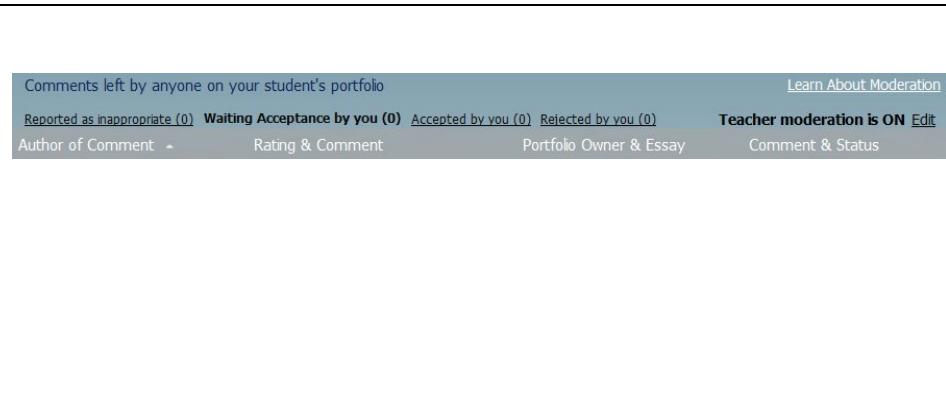
<p>1. On the teacher dashboard in the left vertical menu bar, click the Teacher Moderation icon to moderate students' comments on other students' work.</p>	
<p>2. This brings you to the Class Profile and Portfolio Moderation screen. Click Edit.</p>	<p>Class Profile & Portfolio Moderation Moderate Profile and Portfolio Moderation</p> <p>Teacher moderation is OFF Edit</p> <p>Teacher moderation is ON Edit</p>
<p>3. To turn teacher moderation on, click the radio button located to the left of the word ON. To turn teacher moderation off, click the radio button located to the left of the word OFF.</p>	
<p>4. Click Save to save changes you made to teacher moderation.</p>	

13.7.2 View Comments on Other Students' Portfolios

You can view comments made by your students on other students' portfolios, both inbound to a student and outbound from a student.

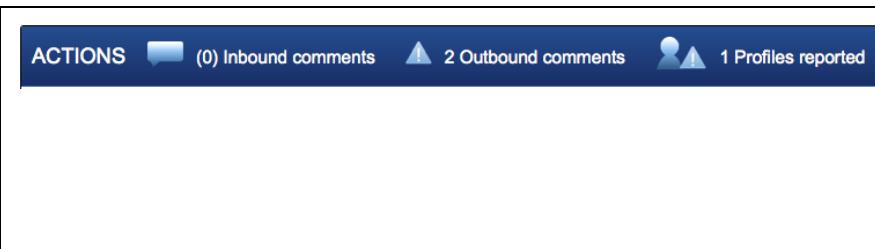
<p>On the My Class: List View screen, click Inbound comments or Outbound comments, located on the top of the screen.</p>	
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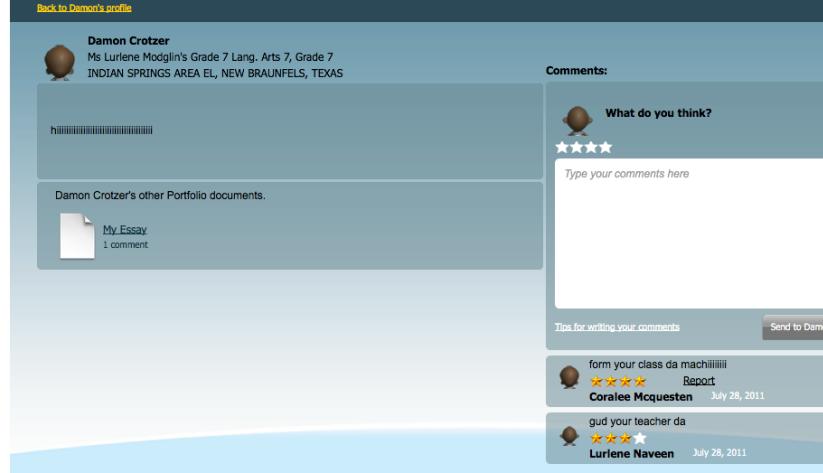
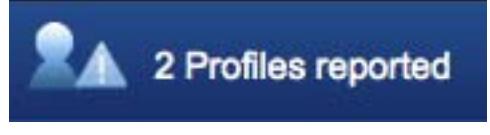
13.7.3 Accept or Reject Comments Left on Your Students' Portfolios

<p>This brings you to the teacher's Moderation screen. When Teacher Moderation is ON, the screen shows comments that have been made on your students' portfolios.</p>	
<p>You can click Accepted by you or Rejected by you, or you can click Reported as inappropriate. If you accept the comment, the student can see the comment and decide to accept or reject it.</p>	

13.8 View Comments Reported by Other Teachers

You can view Profile comments that other teachers have reported as inappropriate regarding students in your class.

<p>1. On the My Class: List View screen, click Profiles Reported to view Profile comments that other teachers have reported as inappropriate.</p>	
--	--

<p>2. Click the student's name to view the student's profile.</p>	 <p>Inbound Comments (0) Left on your students' portfolios.</p> <p>Outbound Comments (2) Left on other students' portfolios.</p> <p>Profiles (0) Reported as inappropriate</p> <p>The following students in your class have had their profile questions reported as inappropriate:</p> <table border="1"> <thead> <tr> <th>Your Student</th> <th>Last flagged</th> <th>Total flagged</th> <th>Reported by</th> </tr> </thead> <tbody> <tr> <td>Glennis Chaloux</td> <td>06/20/2011</td> <td>1</td> <td>Wesley Silberhorn and others</td> </tr> <tr> <td>Dong Lugg</td> <td>08/07/2011</td> <td>1</td> <td>Shara Colbath and others</td> </tr> </tbody> </table>	Your Student	Last flagged	Total flagged	Reported by	Glennis Chaloux	06/20/2011	1	Wesley Silberhorn and others	Dong Lugg	08/07/2011	1	Shara Colbath and others
Your Student	Last flagged	Total flagged	Reported by										
Glennis Chaloux	06/20/2011	1	Wesley Silberhorn and others										
Dong Lugg	08/07/2011	1	Shara Colbath and others										
<p>3. In the profile screen, click an assignment that contains comments to view them.</p>	 <p>Damon Crotzer Grade 7 of Ms Naveen INDIAN SPRINGS AREA EL in NEW BRAUNFELS, TX</p> <div style="display: flex; justify-content: space-around;"> <div style="text-align: center;">  <p>Hi!!!!!! 2 comments Public Added 07/28/2011</p> </div> <div style="text-align: center;">  <p>My Essay 1 comment Public Added 07/28/2011</p> </div> </div>												
<p>4. Leave feedback for the student in the white comments box and click Send to [student's name].</p>	 <p>Comments:</p> <p>What do you think?</p> <p>Type your comments here</p> <p>Tips for writing your comments</p> <p>Send to Damon</p> <p>form your class da machiiiiii ★★★★★ Report Coralee Mcquesten July 28, 2011</p> <p>gud your teacher da Lurlene Naveen July 28, 2011</p>												
<p>5. To go back to the Class Profile & Portfolio Moderation screen, click the My Class: List View icon and navigate to the profiles reported.</p>	 <p>2 Profiles reported</p>												



6. Click Mark as read or Edit permissions on the profile comments you have read.

Class Profile & Portfolio Moderation

Moderate Profile and Portfolio Moderation

Inbound Comments (0)
Left on your students' portfolios.

Outbound Comments (2)
Left on other students' portfolios.

Profiles (1)
Reported as inappropriate

The following students in your class have had their profile questions reported as inappropriate:

Pending (1) All - previously reported

Your Student

Last flagged -

Total flagged

Reported by



Barton China-Boyt

07/28/2011

1



Damon Crotzer
and others

Mark as read
Edit permissions

14. Access and Entitlements

Access and Entitlements helps you manage your product licenses. You can assign products to a class, search entitlements by school or district, monitor product license details, and request additional licenses.

In this section, you will find out how to:

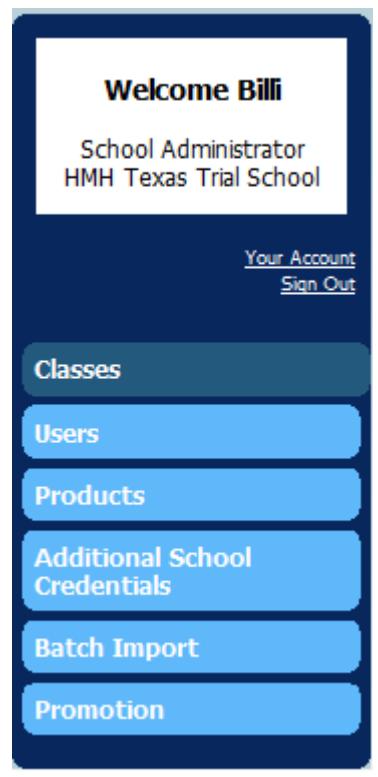
- Allocate products to a class so that the teacher can create assignments with it.
- Monitor the availability of product licenses, including the number of available licenses, the level at which the licenses can be distributed, and approaching expiration of any licenses.
- Request additional licenses.

14.1 Allocate Products to Class

Before a teacher can create assignments for his or her class, products need to be allocated to that class. Licenses are added and removed at a class level.

To edit class to change its product allocations:

1. On the administrator dashboard, click **Classes** to view a list of classes.





2. Click a class name.	
3. Click the Products tab.	
4. You can allocate or remove products from a class to make the best use of available licenses. The availability of products depends on the license status of the school and district. <ul style="list-style-type: none">• Teacher:<ul style="list-style-type: none">○ A check mark allocates the teacher edition of the product to a class.○ An empty check box removes the teacher edition of the product from a class.	
<ul style="list-style-type: none">• Student:<ul style="list-style-type: none">○ A check mark allocates the student edition of the product to a class.○ An empty check box removes the student edition of the product from a class.	
Green check mark: All products of that type are allocated.	
Red X and blue triangle with a warning icon: The product is unable to be allocated; the popup message displays when you roll your mouse pointer over the product or blue triangle. Note: Teacher-managed products must be allocated to teachers before they can be allocated to students.	
Green box without a check mark: Some products of that type are allocated.	



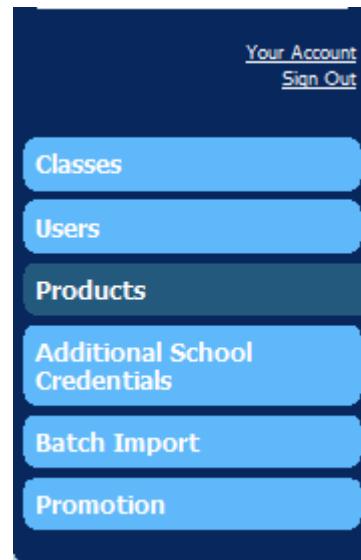
5. Click **Save and Close** or **Save and Next**.

Note: Once product allocations are saved, overall product licenses will be used as follows:

- Teacher product licenses will be decremented by one.
- If a teacher is assigned to multiple classes for the same grade, the teacher will only use one license for the teacher products in the grade level.
- If a teacher is assigned to classes with different grade levels, the teacher will use one teacher license for the teacher products in each grade level.
- Student product licenses will be decremented by the number of students in the class.

14.2 Monitor Availability of Product Licenses

1. On the administrator dashboard, click **Products** to view a list of product licenses.





2. The Products page shows you the following details for each product license assigned to your school.

Products may be listed multiple times if you have made multiple orders. Multiple orders of the same product should display in the order of their license expiration.

- **Product Name:** name of product
- **Product Type:** for example, Ebook
- **ISBN:** product's unique identifier
- **Grade:** grade associated with the product
- **Level:** level at which the licenses can be distributed
- **Expires In:** the period of time the product license is available to use
- **Remaining Licenses:** the number of available licenses

Product Name	Product Type	ISBN	Grade	Level	Expires In	Remaining Licenses
Texas - Guía de ortografía	Ebook	9780547429786	3	District	Jul 2017	10 of 10
Texas - Libro del estudiante	Ebook	9780547429786	3	District	Jul 2017	8 of 10
Assessment Preparation Teachers Edition	Ebook	9780547429687	8	District	Jul 2017	9 of 10
Texas SkillsBook Teacher's Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10
Texas Teacher's Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10
Daily Language Workouts	Ebook	9780547429687	8	District	Jul 2017	10 of 10
Wariner's Student Edition	Ebook	9780547429502	12	District	Jul 2017	10 of 10
Texas Student Edition	Ebook	9780547429342	4	District	Jul 2017	6 of 10
Texas SkillsBook	Ebook	9780547429342	4	District	Jul 2017	10 of 10
Wariner's Teacher Edition	Ebook	9780547429687	8	District	Jul 2017	10 of 10

Showing 1 to 10 of 3,271 entries

1 2 3 4 5 6 7 8 9 10 11 [Next](#) [Last](#)

15. System Administration

System Administration helps you manage your teachers, students, classes, and products. It also helps you retrieve data.

In this section, you will find out how to:

- Launch the **Administrator** wizard.
- Manually register individual teachers or students.
- Create teacher or student batch lists and import them to register teachers and students in batches.
- Create new classes via batch lists.
- Deactivate a student or teacher.
- Add a new class.
- Assign a teacher to a class.
- Add or remove students from a class.
- Allocate products and student and teacher editions to a class.
- Print or email class details.
- Delete a class.
- Assign a school site administrator to a school.

15.1 Administrator Wizard

This **Administrator Wizard** displays when the data for the school has not yet been set up. It helps you to complete the setup by walking you through the steps. The dialog box opens after you log onto the system for the first time. It determines that there are either no teacher records, student records, or class records set up for the school. It helps you to set up the teacher, student, and class records.

The **Administrator Wizard** enables you to perform the following tasks:

- Initiate the manual entry of user records.
- Initiate the importation of a batch file of user records.
- Initiate the creation of a class record.

You can access the **Administrator Wizard** through one of the following methods:

If you are a school administrator and no data has been created for your school, log onto *Write Source Online* and the system will display the **Administrator Wizard Teacher Creation** screen.

- The system checks to see if there is at least one teacher record for the school. If there is no teacher record, the **Teacher Wizard** appears. This takes you through the steps to set up teachers for your school. You can register teachers by manual entry or by batch import.
- If there are one or more teacher records, the system checks to see if there is at least one student record for the school. If there is no student record, the **Student Wizard** appears. This takes you

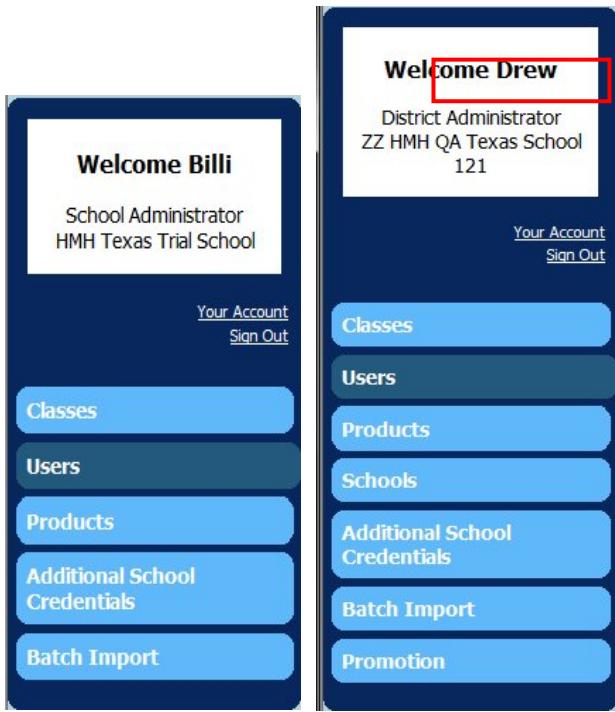
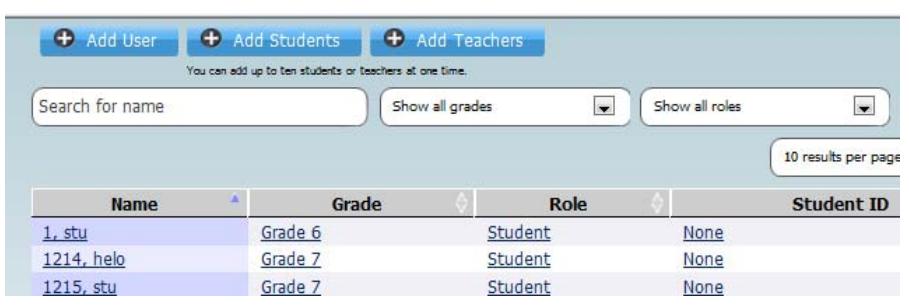


through the steps to set up students for your school. You can register students by manual entry or by batch import.

- If there are one or more student records, the system checks to see if at least one class record exists for the school. If there is no class record, the **Class Wizard** appears. This takes you through the steps to set up a class for your school.

Note: You can skip any of these wizards and go back to the administrator home page.

15.2 Manually Create Teachers or Students in Batches of Ten

1. On the administrator dashboard, click Users to manually register teachers or students in batches of 10.																	
2. The Add screen displays.	 <table border="1" data-bbox="523 1543 1405 1662"><thead><tr><th>Name</th><th>Grade</th><th>Role</th><th>Student ID</th></tr></thead><tbody><tr><td>1_stu</td><td>Grade 6</td><td>Student</td><td>None</td></tr><tr><td>1214_helo</td><td>Grade 7</td><td>Student</td><td>None</td></tr><tr><td>1215_stu</td><td>Grade 7</td><td>Student</td><td>None</td></tr></tbody></table>	Name	Grade	Role	Student ID	1_stu	Grade 6	Student	None	1214_helo	Grade 7	Student	None	1215_stu	Grade 7	Student	None
Name	Grade	Role	Student ID														
1_stu	Grade 6	Student	None														
1214_helo	Grade 7	Student	None														
1215_stu	Grade 7	Student	None														

- On the district administrator **Users** screen, you can use the **Move Students** option.

<input type="button" value="+ Add User"/> <input type="button" value="+ Add Students"/> <input type="button" value="+ Add Teachers"/> <input type="button" value="Move Students"/>					
You can add up to ten students or teachers at one time.					
Search for name		Show all grades		Show all roles	
Show all schools				10 results per page	
Name	Grade	Role	School Name	Student ID	
1_stu	Grade 6	Student	HMH Texas Trial School	None	
1214_help	Grade 7	Student	HMH Texas Trial School	None	
1215_stu	Grade 7	Student	HMH Texas Trial School	None	
6112012_admn	None	District Administrator	ZZ HMH QA Texas School 121	None	
6112012_schooladm	None	School Administrator	HMH Texas Trial School	None	

3. To add teachers manually, click **Add Teachers**.

School Administrator

You can add up to ten students or teachers at one time.

District Administrator

You can add up to ten students or teachers at one time.

4. Type the following for each teacher, one at a time:

- First Name with an initial capital letter
- Last Name with an initial capital letter
- Email address
Be sure to enter a valid email address. This value must also be unique in the system so that no user accounts use the same email address.

School Administrator

Add teachers manually (in batches of 10)

First Name	Last Name	e-mail address
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address
...

District Administrator

Add teachers manually (in batches of 10)

School The school will apply to all teachers you create in this batch

First Name	Last Name	e-mail address
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address



5. If a green check mark displays, the email address is valid.

Add teachers manually (in batches of 10)

First Name	Last Name	e-mail address
Romi	Rohatgi	romita_m@yahoo.com
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address

6. If an exclamation point displays, the email address is invalid.

Add teachers manually (in batches of 10)

Invalid e-mail address

First Name	Last Name	e-mail address
Romi	Rohatgi	romita_m@yahoo.com
Mary	Smith	marysmithabc.com
First Name	Last Name	e-mail address
First Name	Last Name	e-mail address

7. Click **Save** to save your changes. Teachers will receive an email explaining how to access the system.

Note: Teachers must be assigned to a class before they can log onto *Write Source*.

Save



You've successfully added 3 teachers.

They've each been sent an email with their registration details.

8. To add students manually, click **Add Students**.

School Administrator

Add User **Add Students** **Add Teachers**

You can add up to ten students or teachers at one time.

District Administrator

Add User **Add Students** **Add Teachers** **Move Students**

You can add up to ten students or teachers at one time.



<p>9. Click the Grade dropdown menu to choose the grade in which you want to create your students.</p> <p>The district administrator has the option to choose a school.</p>	<p>School Administrator</p> <p>Add students manually (in batches of 10)</p> <p>Grade <input type="button" value="Choose grade"/> This grade will apply to all students you create in this batch</p> <p>District Administrator</p> <p>Add students manually (in batches of 10)</p> <p>Grade <input type="button" value="Choose grade"/> This grade will apply to all students you create in this batch</p> <p>School <input type="button" value="Choose school"/> This school will apply to all students you create in this batch</p>																																			
<p>10. Type in the following for each of your students:</p> <ul style="list-style-type: none">• First Name with an initial capital letter• Middle Initial (optional)• Last Name with an initial capital letter• User Name• Password	<p>Add students manually (in batches of 10)</p> <p>Grade <input type="button" value="Choose grade"/> This grade will apply to all students you create in this batch</p> <table border="1"><thead><tr><th>First Name</th><th>Middle Initial (optional)</th><th>Last Name</th><th>User Name</th><th>Password</th></tr></thead><tbody><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr><tr><td></td><td></td><td></td><td></td><td></td></tr></tbody></table>	First Name	Middle Initial (optional)	Last Name	User Name	Password																														
First Name	Middle Initial (optional)	Last Name	User Name	Password																																
11. Click Save .																																				

15.3 Create and Import Teachers, Classes or Students in Batch Lists

Before you import a batch of teachers, classes, or students into the *Write Source Online* system, you first create a list in a spreadsheet and save it to your computer. *Write Source* assists you with an import template and validation rules so that you make your list in the correct format.

15.3.1 Creating a .csv File

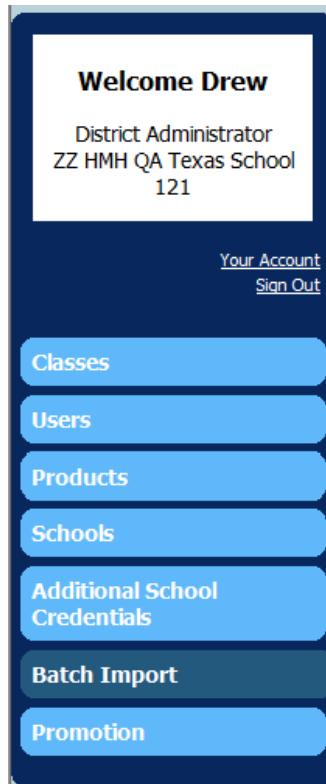
Both the district and school administrator **Batch Import** option enables you to create and import batch lists of teachers, classes, and students in a .csv file easily.



On the administrator dashboard, click **Batch Import**.

The school administrator dashboard looks the same as that of the district administrator, which you see in the image, except it does not display the option for **Schools**.

The **Promotion** option displays for the school administrator only if the district administrator has allowed the school administrators to run promotions.



Beside the **Upload** option in the **Batch Import** menu, you can access the **import template** and access the **validation rules** for filling out the .csv file template.

The import template lays out the spreadsheet columns just as they need to be.

Batch Import

Click one of the buttons below for the feature you want.

[Upload](#)

Upload a file of teachers, classes, and students to Write Source Online.
Note: The file must be in .csv format.

- [Access the import template.](#)
- [Access the validation rules.](#)

A	B	C	D	E
Record Type	First Name	Middle Initial	Last Name	Username
T	Charles	H	Teacher	Charlesteacher@mailinator.com
T	Meghan	Q	Teacher	Meghanqteacher@mailinator.com
T	Jackson	R	Teacher	Jacksonrteacher@mailinator.com



The **validation rules** guide you through all the correct forms of data entry.

The **Record Type** (column B) identifies whether the row contains Teacher, Class, or Student data. It is required for all records.

A	B	C	D
Field Name	Field is used for record types:	Field is optional (O) or mandatory (M):	Field can be updated (Y/N):
1	Record Type	All	M
2	First Name	Students and Teachers	M
3	Middle Initial	Students and Teachers	O
4	Last Name	Students and Teachers	M
5	Username	Students	M
6			N

Column C indicates whether the information in that row is mandatory (M) or optional (O). For instance, the Middle Initial is optional (O).

E
Parameters for data are:
<ul style="list-style-type: none">• Allowed values are: T, C, S• T = teacher record type• C = class record type• S = student record type• Import files do not have to contain all three record types• Rows should be ordered by recorded type in the order: T, C, S



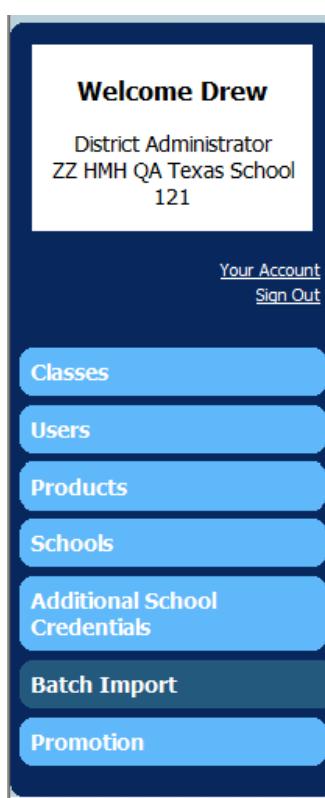
Column E gives the actual rules for entering data.

Not all record types are required. The table to the right notes which fields are mandatory and optional for teachers, classes, and students.

Mandatory	Optional
Record Type	Middle Initial
First Name	Password (teachers)
Last Name	Student ID
Username (students, teachers)	UserActiveStatus
Password (students)	Class Period (classes)
School	Class Description (classes)
Language (all)	NCLB - Ethnicity
Grade (students and classes)	NCLB - English Proficiency
Class Teacher (classes)	NCLB - Special Conditions
	NCLB - Special Services
	NCLB - Economic Status

15.3.2 Import a Batch of Teachers, Students or Classes

On the administrator dashboard, click **Batch Import** to register teachers, students, or classes in batches.



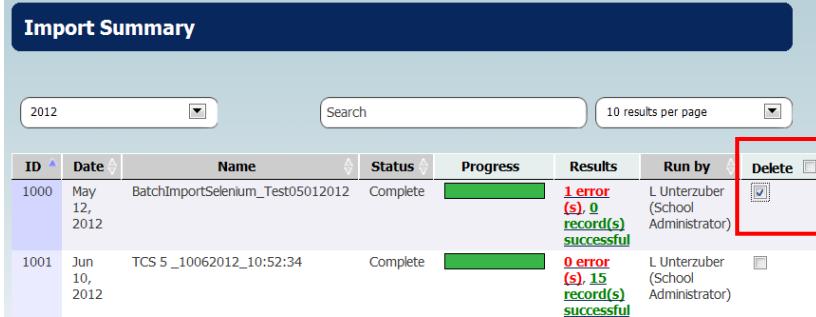
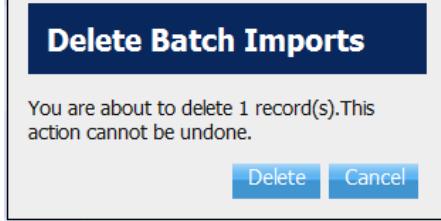
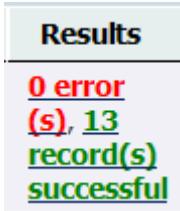


<p>The Batch Import window gives you three options.</p> <ul style="list-style-type: none">• Upload – a list of teachers, classes or students from a .csv file• Summary – view a summary of uploaded files. Check the status of imports and view error reports.• Export – Export a copy of all students and teachers currently in the system.	<h2>Batch Import</h2> <p>Click one of the buttons below for the feature you want.</p> <p> Upload Upload a file of teachers, classes, and students to Write Source Online. Note: The file must be in .csv format.<ul style="list-style-type: none">• Access the import template.• Access the validation rules.</p> <p> Summary View a summary of previously uploaded files. Check the status of imports and view error reports.</p> <p> Export Export a copy of all students and teachers currently in the system.</p>
<p>Click Upload and use the Batch Import Upload window to:</p>	<h2>Batch Import</h2> <p>Click one of the buttons below for the feature you want.</p> <p> Upload Upload a file of teachers, classes, and students to Write Source Online. Note: The file must be in .csv format.<ul style="list-style-type: none">• Access the import template.• Access the validation rules.</p>



<p>Browse for your .csv file Give it a name Upload it. Create a new .csv file. Return to the Batch Import menu.</p> <p>Note: The maximum number of teachers is 5,000, classes 5,000, and students 65,000. For a mixed record file, you could have 65,000 student records, 5,000 teachers, and 5,000 classes. For a student-only file, you could have 75,000 students. Processing times are quicker when you add new records but less quick when you update existing records.</p>	<h2>Batch Import</h2> <p>Import Users and Classes</p> <ol style="list-style-type: none">1. Save your spreadsheet as a .csv file.2. Click Browse, and then go to the folder where you have saved your .csv file.3. Type a name for the file you are importing.4. Click Upload. <p><input type="text"/> <input type="button" value="Browse"/> Name this import <input type="text"/> <input type="button" value="Back to Menu"/> <input type="button" value="Upload"/></p> <p>Maximum file size is 75,000 rows. If you have more than 75,000 rows, create another file.</p>																
<p>Click Browse to find your .csv file, and then click Upload.</p>	<p><input type="button" value="Back to Menu"/> <input type="button" value="Upload"/></p>																
<p>If there are errors in the file format, you will see an error message with a detailed explanation of each error. When you fix the errors, the file will process.</p>	<p> Upload failed due to:</p> <ul style="list-style-type: none">The column Username could not be found. It may be missing, misspelled or in the wrong order. Please check your file against the provided template.The column Password could not be found. It may be missing, misspelled or in the wrong order. Please check your file against the provided template.																
<p>If the file format has no errors, you are taken to the Import Summary screen. The file will process and you will see both successfully imported records and records with errors.</p>	<h2>Import Summary</h2> <p>2012 <input type="button"/> Search <input type="button"/> 10 results per page <input type="button"/></p> <table border="1"><thead><tr><th>ID</th><th>Date</th><th>Name</th><th>Status</th><th>Progress</th><th>Results</th><th>Run by</th><th>Delete</th></tr></thead><tbody><tr><td>1518</td><td>Jun 17, 2012</td><td>Test list 2_17062012_08:24:05</td><td>Complete</td><td><div style="width: 100%;"><div style="width: 100%; background-color: green;"></div></div></td><td>0 error(s), 13 record(s) successful</td><td>D Hokutan (District Administrator)</td><td><input type="button"/></td></tr></tbody></table>	ID	Date	Name	Status	Progress	Results	Run by	Delete	1518	Jun 17, 2012	Test list 2_17062012_08:24:05	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: green;"></div></div>	0 error(s), 13 record(s) successful	D Hokutan (District Administrator)	<input type="button"/>
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<p>You can review a summary of all your imports by clicking the Summary tab on the main Batch Import menu. This displays an Import Summary window, where you can review your imports.</p>	<p> Summary View a summary of previously uploaded files. Check the status of imports and view error reports.</p>																								
<p>To delete an import, click the delete box beside the entry in the Delete column.</p>	<p> Import Summary 2012 Search 10 results per page <table border="1"><thead><tr><th>ID</th><th>Date</th><th>Name</th><th>Status</th><th>Progress</th><th>Results</th><th>Run by</th><th>Delete</th></tr></thead><tbody><tr><td>1000</td><td>May 12, 2012</td><td>BatchImportSelenium_Test05012012</td><td>Complete</td><td><div style="width: 100%;">Complete</div></td><td>1 error (s), 0 record(s) successful</td><td>L Unterzuber (School Administrator)</td><td><input checked="" type="checkbox"/></td></tr><tr><td>1001</td><td>Jun 10, 2012</td><td>TCS 5 _10062012_10:52:34</td><td>Complete</td><td><div style="width: 100%;">Complete</div></td><td>0 error (s), 15 record(s) successful</td><td>L Unterzuber (School Administrator)</td><td><input type="checkbox"/></td></tr></tbody></table></p>	ID	Date	Name	Status	Progress	Results	Run by	Delete	1000	May 12, 2012	BatchImportSelenium_Test05012012	Complete	<div style="width: 100%;">Complete</div>	1 error (s), 0 record(s) successful	L Unterzuber (School Administrator)	<input checked="" type="checkbox"/>	1001	Jun 10, 2012	TCS 5 _10062012_10:52:34	Complete	<div style="width: 100%;">Complete</div>	0 error (s), 15 record(s) successful	L Unterzuber (School Administrator)	<input type="checkbox"/>
ID	Date	Name	Status	Progress	Results	Run by	Delete																		
1000	May 12, 2012	BatchImportSelenium_Test05012012	Complete	<div style="width: 100%;">Complete</div>	1 error (s), 0 record(s) successful	L Unterzuber (School Administrator)	<input checked="" type="checkbox"/>																		
1001	Jun 10, 2012	TCS 5 _10062012_10:52:34	Complete	<div style="width: 100%;">Complete</div>	0 error (s), 15 record(s) successful	L Unterzuber (School Administrator)	<input type="checkbox"/>																		
<p>Click Delete Selected.</p>	<p> Delete Selected</p>																								
<p>A warning message gives you the option to continue or cancel..</p>	<p> Delete Batch Imports You are about to delete 1 record(s). This action cannot be undone. Delete Cancel</p>																								
<p>In the Results column, you can open your imported list by clicking either the error(s) or the record(s) successful option.</p>	<p> Results 0 error (s), 13 record(s) successful</p>																								



This opens the .csv file spreadsheet.

Record Type	First Name	Middle Initial	Last Name	Username	Password	Student ID	School	User Active	Language
T	Charles	H	Teacher	Charlesteacher@mailinator.co	HMH Texas Trial Sch	0	English		
T	Meghan	Q	Teacher	Meghanteacher@mailinator.cc	HMH Texas Trial Sch	0	English		
T	Jackson	R	Teacher	Jacksonteacher@mailinator.co	HMH Texas Trial Sch	0	English		
C							HMH Texas Trial School		
C							HMH Texas Trial School		
C							HMH Texas Trial School		
S	Mary	P	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Carlos	B	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Lynn	S	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Maggie	R	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Jason	S	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Randolph	A	Student	zdemostuc	student		HMH Texas Trial Sch	0	English
S	Marlon	F	Student	zdemostuc	student		HMH Texas Trial Sch	0	English

To export teachers, students, or classes within the school district, you first click The **Export** option in the Batch Import menu.

Batch Import

Click one of the buttons below for the feature you want.



Upload a file of teachers, classes, and students to Write Source Online.

Note: The file must be in .csv format.

- [Access the import template](#).
- [Access the validation rules](#).



View a summary of previously uploaded files. Check the status of imports and view error reports.



Export a copy of all students and teachers currently in the system.

This brings up the **Download User Data** window.

You choose teachers, students, and classes from the list.

This will display a current list of the teachers, students, or classes, depending on the option you click.

You can edit the file, save it and import the changes.

Download User Data

Download Instructions

View/Save copy of a file of the current Teachers or Students within the district.

If the file is too big (>100k) please contact our Support Line for assistance.

HMH Texas Trial School

- [Current Teachers\(.csv\) 0.073k](#)
- [Current Students\(.csv\) 0.646k](#)
- [Current Classes\(.csv\) 0.069k](#)

Teachers

Record Type	First Name	Middle Initial	Last Name	Username
T	Felipe	X	Ohanlon	Felipe_Ohanlon@yahoo.hmh.com
T	Harlan	Felton	Fuel	Harlan_Fuel@linkedin.hmh.com
T	Mendy		Bacak	Mendy_Bacak@anaddress.gov.hmh.uk
T	Josh		Watson	Josh_Watson@linkedin.hmh.com



Students	
Classes	

15.4 Update Existing Students or Teachers via Batch Import

To update an existing batch of students or teachers, you open the existing .csv spreadsheet, make the updates, and then upload the file again.

There are two ways you can update a list of existing students or teachers through Batch Import .	<p>Batch Import</p> <p>Click one of the buttons below for the feature you want.</p> <p> Upload Upload a file of teachers, classes, and students to Write Source Online. Note: The file must be in .csv format.<ul style="list-style-type: none">Access the import template.Access the validation rules.</p>																								
A. You first update your existing spreadsheet of students or teachers stored. Then you use Upload to bring it into the system. Whether you keep or change the file name, you will see the list twice in the Summary section of Batch Import . Delete the old file.	<table border="1"><thead><tr><th>ID</th><th>Date</th><th>Name</th><th>Status</th><th>Progress</th><th>Results</th><th>Run by</th><th>Delete</th></tr></thead><tbody><tr><td>1522</td><td>Jun 17, 2012</td><td>Test list 3_17062012_09:44:58</td><td>Complete</td><td><div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div></td><td>0 error (s), 13 record(s) successful</td><td>D Hokutan (District Administrator)</td><td></td></tr><tr><td>1519</td><td>Jun 17, 2012</td><td>Test list 3_17062012_09:39:03</td><td>Complete</td><td><div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div></td><td>0 error (s), 13 record(s) successful</td><td>D Hokutan (District Administrator)</td><td></td></tr></tbody></table>	ID	Date	Name	Status	Progress	Results	Run by	Delete	1522	Jun 17, 2012	Test list 3_17062012_09:44:58	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div>	0 error (s), 13 record(s) successful	D Hokutan (District Administrator)		1519	Jun 17, 2012	Test list 3_17062012_09:39:03	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div>	0 error (s), 13 record(s) successful	D Hokutan (District Administrator)	
ID	Date	Name	Status	Progress	Results	Run by	Delete																		
1522	Jun 17, 2012	Test list 3_17062012_09:44:58	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div>	0 error (s), 13 record(s) successful	D Hokutan (District Administrator)																			
1519	Jun 17, 2012	Test list 3_17062012_09:39:03	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: #28a745; height: 10px;"></div></div>	0 error (s), 13 record(s) successful	D Hokutan (District Administrator)																			



B. Click the **Summary** option in **Batch Import**.

[Summary](#)

View a summary of previously uploaded files. Check the status of imports and view error reports.

Find the name of your list. In the **Results** column, click the green **# record(s) successful**.

This way, you can open the list. Make your changes, and then save and close the file.

Double-check your changes by reopening the file with the **Summary** option.

You can also download a list of current student, teachers, or classes by clicking **Export** and then selecting a record type.

Import Summary

ID	Date	Name	Status	Progress	Results	Run by	Delete
1518	Jun 17, 2012	Test list 2_17062012_08:24:05	Complete	<div style="width: 100%;"><div style="width: 100%; background-color: green;"></div></div>	0 error (s), 13 record(s) successful	D Hokutan (District Administrator)	<input type="checkbox"/>

[Export](#)

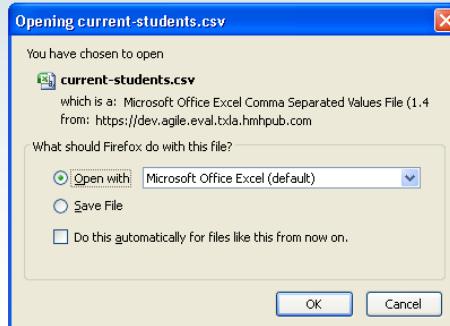
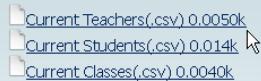
Export a copy of all students and teachers currently in the system.

Download User Data

Download Instructions

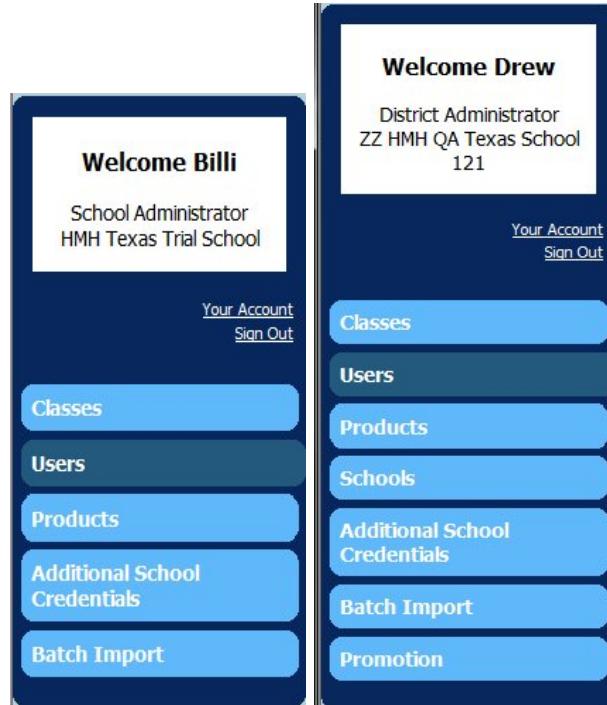
View/Save copy of a file of the current Teachers or Students within the district.

If the file is too big (> 100k) please contact our Support Line for assistance.



15.5 Activate and Deactivate Student or Teacher

1. On the administrator dashboard, click **Users** to activate or deactivate a student or teacher.



The dashboard displays two welcome messages: "Welcome Billi" for a School Administrator at HMH Texas Trial School, and "Welcome Drew" for a District Administrator at ZZ HMH QA Texas School 121. It includes a "Your Account" link and a "Sign Out" button. Below the messages are several navigation buttons: Classes, Users, Products, Schools, Additional School Credentials, Batch Import, and Promotion.

2. In the list, click the name of the student or teacher you want to deactivate.

Name	Grade	Role	Student ID
Applegate, Deshawn	Grade 1	Student	001
Bongle, Jessi R	Grade 1	Student	001
Buchwalter, Gil	Grade 1	Student	001
Donnelly, Randal X	Grade 1	Student	001
Eggink, Tomika L	Grade 1	Student	001
Gehrig, Cassi Cheryle	Grade 1	Student	001

3. To activate or deactivate a student or teacher, click the radio button next to **Active** or **Inactive**, and then click **Save**.

User

User role: Student

You can't change a student to be a teacher or administrator.

First name* Susan

Middle initial B

Last name* Anthony

Username* susan_anthony

Users can edit their username later.

Password

Optional - but if specified must be a minimum of six characters long.

Confirm password

You must enter the password twice to make sure you don't make a mistake.

Student ID Optional

Grade* Grade 5

Class grade 2 Note that you add users to a class by editing that class.

Language English

User status Active Inactive Inactive users can't login, but their work can be viewed.

Edit a User

User **Access Code**

User Role

Choose a role Teacher School Administrator

Title* Mr.

First name* Isaac

Middle initial B

Last name* Goode

Username* lgoode_@hotmail.com

Users can edit their username later.

Class(es) ZZZZZZ
Classzuzu
class 10 Note that you add users to a class by editing that class.

Language English

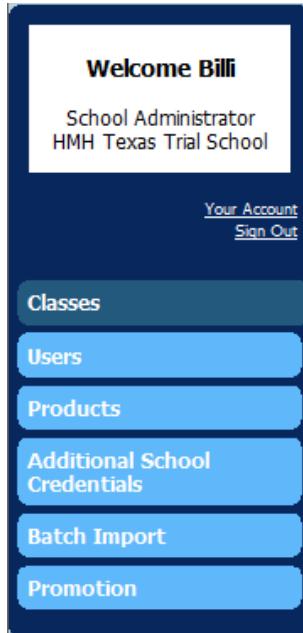
User status Active Inactive Inactive users can't login, but their work can be viewed.

Note: When you deactivate a student, all data is retained, but the student is unable to log onto *Write Source* and view the information.

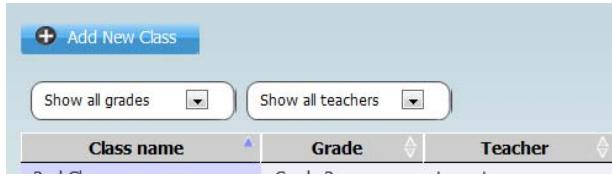
When you deactivate a teacher, he or she can no longer access the class information. All information about assignments remains with the class, so it is not lost. It is best practice to assign another teacher to an active class at the same time you deactivate the original teacher.

15.6 Add New Class

1. On the administrator dashboard, click **Classes** to add a new class.

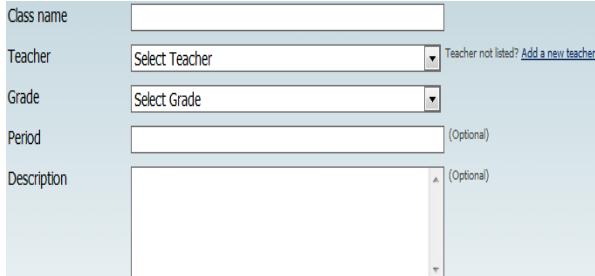


2. Click **Add New Class**.

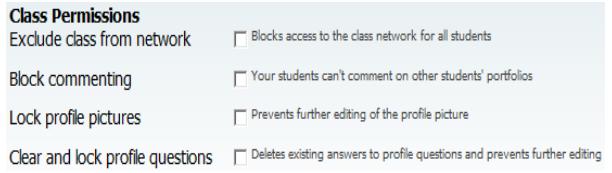

 A screenshot of the "Add New Class" screen. At the top, there are two dropdowns: "Show all grades" and "Show all teachers". Below that is a table header with columns: "Class name", "Grade", and "Teacher". The "Class name" column has an upward arrow, "Grade" has a downward arrow, and "Teacher" has a downward arrow.

3. Enter your class details:

- Type the name of your class in the **Class name** textbox.
- Choose a teacher for your class from the **Teacher** dropdown list.
- Choose a grade for your class from the **Grade** dropdown list.
- Type the period of your class in the **Period** box. This is optional.
- Type the description of your class in the **Description** textbox. This is optional.


 A screenshot of the "Add New Class" screen showing the input fields. The "Class name" field is empty. The "Teacher" field has "Select Teacher" and a note "Teacher not listed? Add a new teacher". The "Grade" field has "Select Grade". The "Period" field is empty with "(Optional)" text. The "Description" field is empty with "(Optional)" text.

4. On the Class Details screen, scroll down to the **Class Permissions** section, and select the options you want.


 A screenshot of the "Class Details" screen showing the "Class Permissions" section. It includes the following options:

- Exclude class from network**: "Blocks access to the class network for all students"
- Block commenting**: "Your students can't comment on other students' portfolios"
- Lock profile pictures**: "Prevents further editing of the profile picture"
- Clear and lock profile questions**: "Deletes existing answers to profile questions and prevents further editing"



<ul style="list-style-type: none">A check mark in the box blocks access to the class network for all the students in your class. An empty check box allows access to the class network for all the students in your class.	Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students
<ul style="list-style-type: none">A check mark in the box blocks all the students in your class from commenting on other students' Portfolios. An empty check box allows all the students in your class to comment on other students' Portfolios.	Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios
<ul style="list-style-type: none">A check mark in the box prevents all the students in your class from editing their profile picture. An empty check box allows all the students in your class to edit their profile picture.	Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture
<ul style="list-style-type: none">A check mark in the box deletes the existing answers to profile questions and prevents editing of Profiles for all the students in your class. An empty check box allows all the students in your class to edit their Profiles.	Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing
<p>5. Click Save and Close or Save and Next.</p> <ul style="list-style-type: none">Note: To add and remove students, see Section 15.10 below: <i>Add or Remove Students from a Class</i>.	

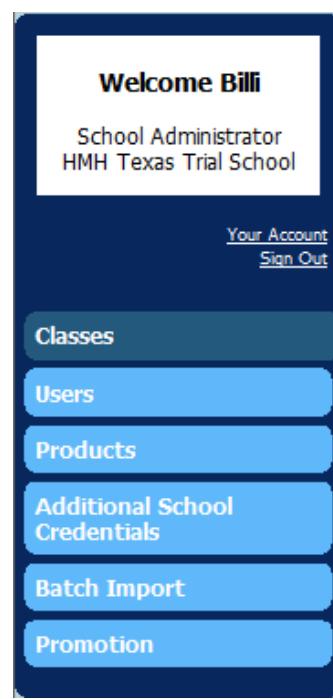


15.7 Assign Permissions for Editing Profiles

This section describes how to assign permissions for editing profile pictures and profile questions.

15.7.1 Assign Permissions for Editing Profile Pictures

1. On the administrator dashboard, click **Classes**.



2. Click a class name.

Class name
Mr Art Evanovsky's Grade 10 Lang. Arts 10
Mr Carl Avancena's Grade 10 Lang. Arts 10
Mr Cordell Adebisi's Grade 11 Lang. Arts 11

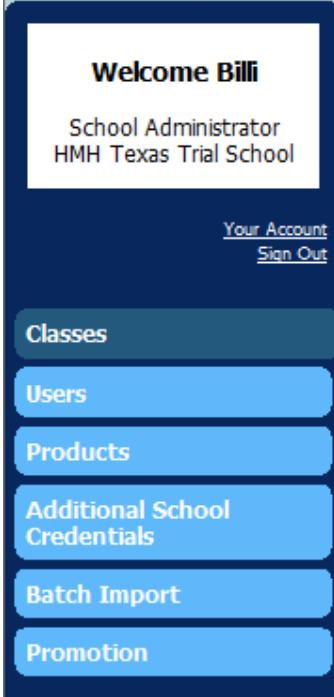
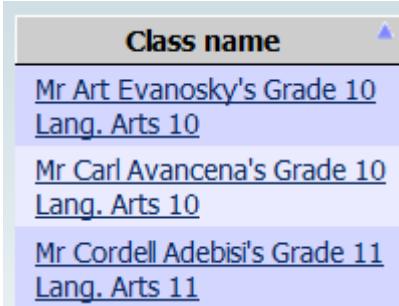
3. On the Class Details screen, scroll down to the **Class Permissions** section.

Class Details	Students	Products
Class Permissions		
Exclude class from network	<input type="checkbox"/> Blocks access to the class network for all students	
Block commenting	<input type="checkbox"/> Your students can't comment on other students' portfolios	
Lock profile pictures	<input type="checkbox"/> Prevents further editing of the profile picture	
Clear and lock profile questions	<input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing	



4. Click the Lock profile pictures check box. A check mark in the box prevents all the students in your class from editing their own profile picture. An empty check box allows all the students in your class to edit their profile picture.	<input checked="" type="checkbox"/> Lock profile pictures <small>Prevents further editing of the profile picture</small>
5. Click Save and Close or Save and Next .	

15.7.2 Assign Permissions for Editing Profile Questions

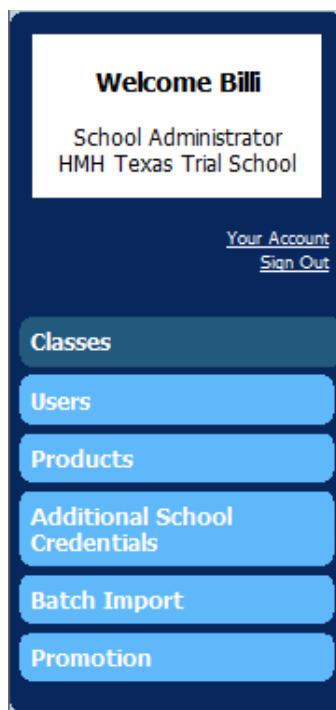
1. On the administrator dashboard, click Classes .	
2. Click a class name.	
3. On the Class Details screen, scroll down to the Class Permissions section.	Class Permissions Exclude class from network <input type="checkbox"/> Blocks access to the class network for all students Block commenting <input type="checkbox"/> Your students can't comment on other students' portfolios Lock profile pictures <input type="checkbox"/> Prevents further editing of the profile picture Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing



<p>4. Click the Clear and lock profile questions check box. A check mark in the box deletes the existing answers to profile questions. It also prevents editing of Profiles for all the students in your class. An empty check box allows all the students in your class to edit their Profiles.</p>	<p>Clear and lock profile questions <input type="checkbox"/> Deletes existing answers to profile questions and prevents further editing</p>
<p>5. Click Save and Close or Save and Next.</p>	

15.8 Assign a Teacher to Class

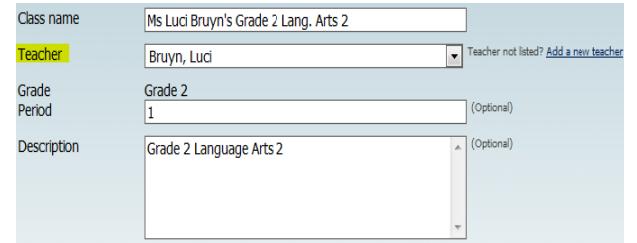
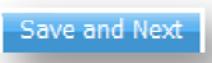
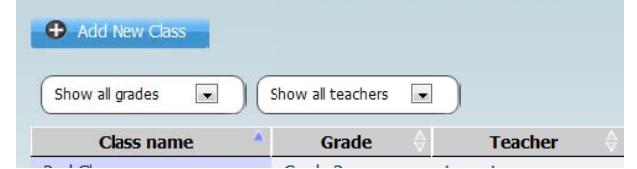
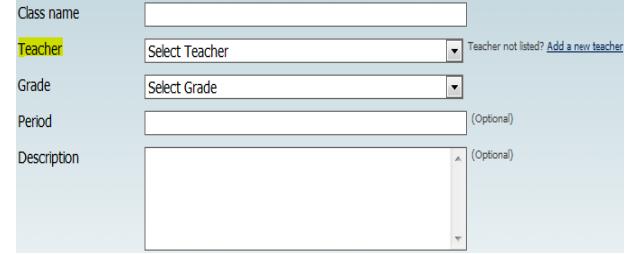
1. On the administrator dashboard, click the **Classes** tab.



2. To edit the teacher assigned to a class, click a class name.

Class name
Mr Art Evanovsky's Grade 10
Lang. Arts 10
Mr Carl Avancena's Grade 10
Lang. Arts 10
Mr Cordell Adebisi's Grade 11
Lang. Arts 11



3. Click the Teacher dropdown arrow and, from the dropdown list, choose another teacher to assign to your class.	 <p>Class name: Ms Luci Bruyn's Grade 2 Lang. Arts 2 Teacher: Bruyn, Luci Grade: Grade 2 Period: 1 Description: Grade 2 Language Arts 2</p>						
4. Click Save and Close or Save and Next .	 <p>Save and Next</p>  <p>Save and Close</p>						
5. To assign a teacher to a new class, click Add New Class .	 <p>Add New Class</p> <p>Show all grades Show all teachers</p> <table border="1"><thead><tr><th>Class name</th><th>Grade</th><th>Teacher</th></tr></thead><tbody><tr><td>Grade 2</td><td>2</td><td>Select Teacher</td></tr></tbody></table>	Class name	Grade	Teacher	Grade 2	2	Select Teacher
Class name	Grade	Teacher					
Grade 2	2	Select Teacher					
6. Click the Teacher dropdown and choose a teacher to assign to the new class.	 <p>Class name: <input type="text"/> Teacher: Select Teacher Grade: Select Grade Period: <input data-bbox="938 1129 1264 1172" type="text" value="1"/> (Optional) Description: <input type="text"/></p>						
7. Click Save and Close or Save and Next .							

15.9 Add or Remove Students from Class

1. On the administrator dashboard, click **Classes**.

2. Click the **Students** tab, and then click the **number** that corresponds to the row of the correct Class name.

Ms Luci Bruyn's Grade 2 Lang. Arts 2 - Grade 2				
Class Details		Students	Products	
Class name	Grade	Teacher	Students	
cxbvxx	Grade 9	31_school-2011	994	
clase 44	Grade 4	dos mil doce, a enero	25	

3. When you click the number under the **Students** tab, the **Students** screen appears.

Use this screen to add or remove students from your class.

Show students in Grade 10

Available Students

- 1good, 1good
- Joe, Bob





Students in Class

- Joe, Bob
- Murugan, K
st, 12student




If a student is assigned to another class, the teacher of that class (or the school administrator) needs to first remove the students from that class, and then you can assign them here.

Student not listed? Try other grades, or [create a new student](#).

You can view a summary of the class details by clicking the print/e-mail links below.

 Print class details
 E-mail class details

4. To add students to your class, first click the name(s) on the list in the left pane, and then click the right arrow.

- **Tip:** To select more than one student, press and hold the **Shift** or **Ctrl** key, and then click the names.

Available Students	Students in Class
1good, 1good	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Joe, Bob
Joe, Bob	Murugan, K
Joe, Bob	st, 12student



<ul style="list-style-type: none">The selected names display on the list in the right pane, which shows that you have added the students to your class.Tip: In this example, some of the names in the pane on the left are gray. This indicates that the student has already been added to your class and cannot be added again.	
<ul style="list-style-type: none">To add all the students to your class at one time, click the double right arrow.	
<ul style="list-style-type: none">To remove students from your class, click the name(s) on the list in the right pane, and then click the left arrow..Tip: To remove more than one student, press and hold the Shift or Ctrl key, and then click the names.	
The selected students move to the list in the left pane, not highlighted yet in black text, showing that they are no longer listed in your class.	
<ul style="list-style-type: none">To remove all the students from your class at one time, click the double left arrow.	
5. Click Save and Close or Save and Next .	